

The Commonwealth of Massachusetts
Division of Professional Licensure
239 Causeway St, Suite 500, Boston MA 02114
Board of Registration of Real Estate
Brokers and Salespeople
617-727-2373

Dear Applicant:

Enclosed you will find the materials needed to become an approved real estate school. This approval allows you to administer the Board approved curricula for the broker and salesperson pre-license education, real estate instructor education and real estate broker and salesperson continuing education (CE).

If you are a private proprietary school, you must provide a bond in the amount of twenty thousand dollars (\$20,000.00).

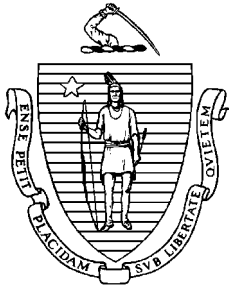
If your school is a college or university or a public school, a bond is not required.

Enclosures (if downloading this document from the internet, documents not attached are under the rules and regulations option):

- Application for approval - To be completed and notarized
- Branch application - to be completed and signed by the Authorized Agent(s)
- Curricula Implementation Attestation - To be completed and signed by the Authorized Agent(s)
- Application information and checklist - For assistance in completing the application
- Survey and school responsibilities - To be copied and disseminated to all students
- Procedures information sheet - To be read to all pre-license students
- Bond form - To be provided to your insurance agent to use for the requisite bond (a bond is required for all schools not regulated by the Department of Education or the Board of Higher Education.
- Continuing education information - For reference and helping licensees to understand the CE requirement
- Real Estate Broker and Salesman Continuing Ed. Curriculum Outline - For developing CE courses
- Real Estate Broker Test Course Outline - For developing the Broker pre-license course
- Real Estate Salesman's Test Course Outline - For developing the Salesperson pre-license course
- Real Estate Instructor Subject Matter Curriculum - For developing the instructor course
- Real Estate License Law and Regulation - For your reference

If you have any questions I can be reached at (617) 727-9936

Sincerely,
Neal Feno



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Approval Fee: <u>\$264.00</u>	School Code: _____
Application Fee: <u>\$62.00 non-refundable</u>	Date Prepared: _____
Total School Fee : <u>\$326.00</u>	Date Received: _____
Total Branch Fee: _____	Issue Date: _____
Total Fee Due: _____	Expiration Date: _____
(total fee due = school + branch)	

APPLICATION FOR APPROVAL AS A MASSACHUSETTS REAL ESTATE SCHOOL
PLEASE COMPLETE IN INK OR TYPEWRITE

1. Name and address of school:

_____ Phone: _____

Two individuals per school are allowed to complete and sign the Education Certificate required for examination. These individuals are referred to as Authorized Agents. Of the 2 Authorized Agents one must be designated the board contact person. It is the contact person who will be responsible for all communications with this Board. The contact person's address and telephone number will be used for this purpose.

2. Names, addresses and telephone numbers of the two Authorized Agents:

1.(Contact person): _____
_____ Phone: _____

2. _____
_____ Phone: _____

The instructors of the Real Estate School are required to obtain instructor approval from this Board. You must include a legible photo-copy of the Letter of Instructor Approval, issued by this Board, for at least one instructor for this original Real Estate School approval.

3. Name of Instructor: _____ Approval Number: _____

4. Names, addresses and telephone numbers of the owners, corporate officers, partners, or in the case of a public or private college or university or vocational or high school, the Dean.

5. Does the school have a refund policy? ☐ YES ☐ NO

6. Does the school plan to administer the real estate course at any location other than the address listed on this application? ☐ YES ☐ NO

(Regardless of the answer you must complete the attached branch application form and sign the attestation therein.)

**THE FOLLOWING QUESTIONS PERTAIN TO THE SOLE OWNER, CORPORATION,
PARTNERSHIP, AUTHORIZED AGENTS, OR ANY OF THE PARTNERS OR CORPORATE
OFFICERS.**

7. Has there ever been any real estate agent license or school approval suspended or revoked in Massachusetts or any other state or jurisdiction? ☐ YES ☐ NO

(If yeas, attach a statement containing the name(s) of the subject(s), the jurisdiction, the reason for the action, the type of action, and the date of the action.)

8. Are there any current school approvals in Massachusetts or any other jurisdiction? If yes, where are they held and by whom? ☐ YES ☐ NO

9. Is there any complaint now pending or closed before any license authority? ☐ YES ☐ NO

(If yeas, attach a statement containing the name(s) of the subject(s), the nature of the complaint, and the name, address, and jurisdiction of the licensing authority(ies).

10. A certified copy of an occupancy permit, or other such document issued by the municipal authority, indicating the school named herein may operate at the address on this application must be attached. A public school, or public or private college or university, must submit a letter from the Superintendent, Dean, or Principal in lieu of the occupancy permit.

11. Private proprietary schools (schools **not** regulated by the Department of Education or the State Board of Education) must submit a bond in the amount of twenty-thousand dollars \$20,000.00. Use the enclosed form and submit the original together with this application

12. I/We, _____,
(Contact Person / Authorized Agent) (2nd Authorized Agent)

Hereby state under the pains and penalties of perjury that the information provided on this application and any materials attached or incorporated herein is truthful and accurate. I further understand and agree that should any information that has been provided herein be false it will be grounds for the Massachusetts Board of Registration of Real Estate Brokers and Salesmen to suspend or revoke any license and the school approval issued in accordance with Massachusetts law.

Signature of Contact Person / Authorized Agent

Date

Signature of 2nd Authorized Agent

Date

13. ADDITIONAL ATTESTATION FOR PROPRIETARY SCHOOLS - TAX COMPLIANCE

I, _____
(Sole proprietor or duly authorized individual for the corporation, partnership, etc.)

Attest that, pursuant to M.G.L. Ch. 62C, s. 49A, to the best of my knowledge and belief, all state tax returns have been filed and all state taxes required by law have been paid.

Signature of duly authorized individual

Date

Signature of Notary

My commission expires on:

ALL APPLICANTS READ AND COMPLETE THIS BRANCH APPLICATION/WORKSHEET

All applicants must complete the bottom portion of this form including those applicants that do not plan to have any branch locations. Make copies of this page if you need more space for branch locations. If you do not plan to have branch locations, enter 0 on the reverse side where the form reads Total Number of Branches then read and sign the attestation.

List the address of each location you wish to include as a branch location of your school. An occupancy permit or other such document (as explained in the instructions) must be obtained for each location. Branch approvals do not have a life of their own, Their approval runs contemporaneously with the school approval. Schools are responsible for the actions of the branch locations. Branches must act and advertise under the name of the school of which they are a part. For instance, Smith Real Estate may be a branch of Jones Realty School. However, Smith Real Estate may not represent that they offer the approved real estate course or that they are an approved real estate school. Smith Real Estate must accurately represent, at all times, Jones Realty School offers the course at their location.

LIST ONE BRANCH LOCATION PER BOX

BUSINESS NAME
ADDRESS
P.O. BOX - APT NUMBER
CITY, STATE, ZIP

BUSINESS NAME
ADDRESS
P.O. BOX - APT NUMBER
CITY, STATE, ZIP

BUSINESS NAME
ADDRESS
P.O. BOX - APT NUMBER
CITY, STATE, ZIP

BUSINESS NAME
ADDRESS
P.O. BOX - APT NUMBER
CITY, STATE, ZIP

To calculate the total fee due, calculate the branch fee and add it to the approval fee on the top front page of this application. Enter the total branch fee amount in the box beside “Branch Fee” and then add “Branch Fee” and “School Fee” and enter the total. Do not enter any other information in that box. You are required to complete this form even if you are not proposing any branch locations.

TOTAL NUMBER OF PROPOSED BRANCHES OR ENTER 0

The branch fee calculation is the total number of branches multiplied by \$147.00.

Number Of Branches:	_____
	<u>X 147.00</u>
TOTAL:	_____

Add this total to the approval fee in the box at the top of the front page of this application.

I/We, _____ and _____
(Contact Person / Authorized Agent) (2nd Authorized Agent)

Certify that this and any attachments or addendum herein is a complete listing of all of the school branch locations of the school named herein. This list includes branches that will be operational upon approval of this application as well as any branches that , though not operational upon approval, will be included in any literature that will be disseminated for the purpose of procuring students for any of the approved real estate board curricula. I further certify that the school is fully responsible for the actions of it’s branches and that I as an authorized individual of the school have, to the best of my ability, ensured that the faculty and staff connected with the administration of the real estate board curricula are aware of and understand the responsibilities of administering such curricula. I further attest that the school has contacted the appropriate city or town authority for all of the locations and that they are in full compliance with all city or town use requirements. Moreover, I attest all of the locations (branch and school) are in full compliance as school locations notwithstanding any descriptive terminology (unless this use is prohibited) stated on the occupancy permit, certificate of occupancy, or other such document submitted as evidence that the locations may be used as schools and school branch locations.

Signature of Contact Person / Authorized Agent

Signature of 2nd Authorized Agent

Date : _____

CURRICULA IMPLEMENTATION ATTESTATION

THIS MUST BE SIGNED BY BOTH AUTHORIZED AGENTS IN THOSE INSTANCES WHEN THERE
ARE TWO

I/We _____, _____
(Contact Person / Authorized Agent) (2nd Authorized Agent)

Certify under the pains and penalty of perjury, that _____
(Name of School)

will implement the current pre-license broker subject matter curriculum (1990), pre-license salesperson subject matter curriculum (1990), broker and salesperson continuing education subject matter curriculum (2001), and the real estate instructor subject matter curriculum (1995) of the Massachusetts Board of Registration of Real Estate Brokers and Salesmen for those seeking: examination as a real estate salesperson; examination as a real estate broker; approval as a real estate instructor; and renewal of a real estate broker or salesperson license (curricula enclosed). I further attest that as a duly authorized agent I understand and have made every effort to ensure the faculty and administrative staff connected with the offering of the curricula herein understand that the curricula are separate and are implemented separate and apart from each other and further that an approved real estate instructor will be present in the classroom, with the students at all times during the administration of the curricula excluding those instances when specialists may be used in accordance with 254 CMR 2.07.

Signature of Contact Person Authorized Agent

2nd Authorized Agent

Date: _____

IMPORTANT INFORMATION FOR THE COMPLETION OF YOUR APPLICATION

The application must be completed and returned to this board within one year of the date it was prepared. If it is not submitted timely, you will be required to complete a new application and pay another application fee.

You must submit a certified copy of the occupancy permit(s). The permit(s) must indicate the name of the school and the use of the location as a school. The address on the occupancy permit for the school must be the same as the address reported on this application. The branch location addresses (if any) must match their respective occupancy permits.

If you have indicated that you are operating under a d/b/a you must submit a certified copy of the d/b/a certificate issued by the local authority.

The application fee has been paid in order to start this approval process. The application fee is not refundable should you decide not to continue with seeking approval as a school.

You must submit the approval fee (Total Fee) together with this application. The fee is calculated by multiplying the number of proposed branches times one-hundred and forty seven dollars (\$147.00) and adding that total to the Approval Fee (box at top of first page) of two hundred and sixty four dollars (\$264.00). The Total Fee may be paid by check or money order payable to "Comm of MA".

Only Massachusetts Board approved instructors may teach the curricula. You must obtain a copy of the Letter of Instructor Approval issued by this Board to each approved instructor. You must submit copy of the approval letter for at least one instructor together with this application for approval.

ADDITIONAL INSTRUCTION FOR PROPRIETARY SCHOOLS

(schools not regulated by the Department of Education)

You must submit the original twenty thousand-dollar bond

SCHOOLS WITH BRANCH LOCATIONS

The school must obtain an occupancy permit for each branch location. The permit must indicate the school is operating at that address. It is the school that is conducting classes at that address. Branches do not operate on their own. In some cases this may require special inspections by the local authority and some other document may be issued. This other document may be used in lieu of an occupancy permit but it must clearly indicate that the local authority is aware of the proposed use and that the use is not prohibited.

CHECKLIST

- ☐ The check for the fee is properly drafted and the amount is correctly calculated.
- ☐ The application is complete, together with all required documents and properly signed.
- ☐ A copy of the certified letter of instructor approval for at least one instructor is enclosed.
- ☐ A certified copy of the occupancy permit, or other such document, for the school and any branch location is enclosed.

<p style="text-align: center;"><u>ADDITIONAL ITEMS FOR PROPRIETARY SCHOOLS</u></p>

- | |
|---|
| <ul style="list-style-type: none"><input type="checkbox"/> The bond is correctly completed, signed, witnessed and the original is enclosed. |
|---|

APPROVED REAL ESTATE SCHOOL RESPONSIBILITIES AND GUIDELINES

These School responsibilities and guidelines are to be disseminated to every student at the outset of the course. The reverse side may be used by the student, though not required, to make confidential comments about their experience with the school.

1. Only Authorized Agents may complete and sign the Education Certificate for pre-license education. The certificate will be provided to pre-license students as part of the Candidate Handbook.
2. Candidate Handbooks are only disseminated to the student upon completion of the full number of requisite hours (24 for salespeople and 30 for brokers). The Education Certificate therein must be completed by the Authorized Agent prior to dissemination after the duration of the course.
3. Students must to complete the total number of requisite hours. Breaks, tardiness or other interruptions are not to be included in the total number of hours. An hour is equal to sixty minutes.
4. There must be an instructor present in the classroom with the students at all times throughout the implementation of the curricula including those instances when a specialist is used. Specialists may be used in accordance with 264 CMR 2.07. Instructors must be used regardless of the teaching materials (i.e. video, audio, etc.).
5. Branch locations must post a Branch Authorization Letter issued by the board at each location approved by the board to be a branch location .
6. All curricula of the board (pre-license, continuing education, instructor) are separate and must be administered separately. At no time are any of the hours of education or portions of different curricula to be combined.
7. All branch advertising including signage must clearly state the name of the school. Branches are not approved to operate under their own name.
8. The school's failure to comply with these guidelines will render the student unqualified to take the examination or use the hours toward continuing education.

If a school chooses to disseminate a completion certificate to continuing education students, the student must be aware that such certificates are for their own records and may not be submitted to the board.

SURVEY

In an effort to ensure quality education, the Board of Registration of Real Estate Brokers and Salesmen (board) asks that you please complete this survey and return it to the board at: 239 Causeway Street, Suite 500, Boston, MA 02114. If you cannot answer with the choices provided you may explain on the reverse side.

The board thanks you in advance for your cooperation. Responses will be kept confidential and will be destroyed after statistical information has been compiled. Future students will benefit from your accurate impartial responses.

School name: _____

Date attended : _____ TO _____

Address you attended: _____

Name of Instructor: _____

Type of teaching materials: ____ Textbooks ____ Video tape ____ Audio tape ____ Other (explain)

Was the instructor in the classroom throughout the entire course? ____ YES ____ NO If no explain:

Use the numbers 1 to 4 for the following evaluations. 4= excellent, 3= good, 2= satisfactory, 1= poor

INSTRUCTOR EVALUATION

__ Course preparation
__ Knowledge of Subject
__ Attitude toward subject
__ Ability to hold interest

__ Ability to explain
__ Ability to answer questions
__ Use of examples or illustrations
__ Control of class

SCHOOL EVALUATION

__ School facilities
__ Teaching materials
__ Classroom procedures
__ Classroom set-up

PLEASE ATTACH ANY ADDITIONAL COMMENTS ABOUT THE SCHOOL OR INSTRUCTOR.

**THE FOLLOWING PROCEDURES MUST BE READ TO THE STUDENTS AT THE BEGINNING
OF THE REAL ESTATE COURSE FOR PRE-LICENSING EDUCATION**

Beginning August 1, 1994, Massachusetts instituted "One-stop-licensing". This means that upon successful completion of the licensing examination, the candidate will immediately be licensed to practice real estate. The following examination procedures must be adhered to.

FOR BROKER PRE-LICENSE STUDENTS

When you make your examination reservation you will be given a Professional Identification Number. This number must be provided to your insurance agent to be used in issuing the requisite bond. You must provide the test center personnel with an original, properly completed and signed bond prior to being tested. The required bond form is included in the Candidate Handbook, which will be disseminated upon completion of the pre-license course. If this bond is not properly completed or you do not have the original you will not be allowed to test.

You must also have your current salesperson license with you to turn in upon passing the broker examination. If you do not have the license, be prepared to sign an attestation concerning the lost license.

ALL PRE-LICENSE STUDENTS

You must be prepared to pay for the license upon passing the examination. Personal checks will be accepted for the license fee.

You must have your Education Certificate with you. It must be properly completed. If any part appears to be altered, do not attempt to use it as you will not be admitted to the examination. At the completion of the pre-license course all students will be given a Candidate Handbook. You must read this handbook completely. All of the requirements for examination are explained in this handbook. Failure to be prepared will result in the forfeiture of the examination fee. If you have questions you should ask your instructor, the school's Authorized Agent or the examination service. Remember, examination fees are not refundable.

All candidates must have a social security number in order to be examined and licensed. You may not substitute a driver's license number.

If you have a criminal or disciplinary history in any State, Country, or Jurisdiction, the issuance of your license will be withheld until the Board has reviewed your record. The review will be done after you pass the examination. Upon approval your license will be issued. The record will not be reviewed in advance of the examination.

If you have previously held a Massachusetts real estate broker or salesperson license, you must reinstate that license. You may not be issued a new license. Send a written request for reinstatement to the Board. Be sure to include your name, address, date of birth, social security number and signature.

CONTINUING EDUCATION INFORMATION

In accordance with Chapter 369 of the Acts of 1996 (enclosed), inserted into Massachusetts General Laws Ch. 112, Sec. 87xx 1/2, all Massachusetts Real Estate Brokers and Salespeople who wish to maintain an “active” real estate license must complete 12 hours of continuing education every renewal period (two years). This requirement will commence with those licensees who are subject to renew beginning on January 1, 1999. However, there is a provision that allows people who are “inactive”(not working as a real estate agent) to renew without satisfying the continuing education requirement, provided that they are not actively engaged in the practice of real estate.

As an approved real estate school you will be entitled to offer the Board approved continuing education curriculum at your school and its approved branch locations.

The Board does not require that you furnish a certificate of completion or other such document to the licensees who complete continuing education at your school, although we recognize that you may choose to do so. Should your school choose to issue such a document the Board suggests it **include the licensee’s name, license number, total hours and note those modules of the subject matter curriculum completed, beginning and completion dates, and the signature of an Authorized Agent**. The document should also contain a statement instructing the licensee NOT to submit either the original or a photocopy of it to the Board and that if they do send it, the document will be discarded. Any record you provide to the licensee is for the licensee to keep and you should inform them of this.

When a licensee completes their license renewal form he or she will attest to the completion of the requisite number of hours of continuing education on such license renewal form. Any additional documents received with the renewal concerning education will be. If the licensee does not complete the continuing education or does not attest to doing so by answering the question on the license renewal form they will be renewed as inactive.

Like pre-licensing education, the schools must keep records of all licensees that complete continuing education. The records **must include the name of the licensee, the license number, the number of hours completed along with the name of the subject matter completed (see titles in curriculum), the beginning and completion dates and the name(s) of the instructor(s)**.

Be advised that because real estate licensees renew on their birthday and, therefore, license renewals are always being processed throughout the year, schools will be removed from the provider list upon expiration of the school approval. The Board cannot risk providing a candidate for license renewal with the name of a school that is no longer approved. Also, If the school telephone number that was provided to the Board is no longer accurate or in service, the school will be removed from the provider list. School approval renewal materials are sent approximately two months prior to approval expiration. If you need more time you must request the materials in writing when you are ready to receive them. The request must come from the school contact person and it must include the school code number. The request will not permanently change the renewal notice time frame. For each renewal period that you wish to receive the renewal materials earlier than the two months advance notice you must request as much. Mail the request to: Massachusetts Real Estate Board, 239 Causeway Street, 5th Flr, Boston, MA 02114.

Massachusetts attorneys in good standing are exempt from continuing education. **No one else is exempt**. Licensees who obtained their Massachusetts license by reciprocity - without taking any part of the real estate examination in Massachusetts - must complete continuing education either in Massachusetts or in the state their reciprocity was based on. All reciprocal licensed agents **MUST** complete continuing education, even if they are exempt in the other state.

Lastly, kindly note that parts of the continuing education curriculum list suggested reference materials. These materials are obviously not mandatory but suggested for informational purposes. Should you wish to obtain such materials there will likely be a charge for them. Please consult the footnote below.¹

¹ For the reference materials listed under the Environmental Portions of the curriculum contact the Massachusetts Department of Environmental Protection at (617) 727-5500. Contact the Massachusetts Attorney General’s Law Library for court cases on the Fair Housing / ADA section of the curriculum at (617) 727 2200 (X2098). You may also obtain these cases at any number of law school libraries and the law libraries at courthouses around the Commonwealth. Finally, the texts (book publications) cited in the curriculum are available at the Massachusetts Association of Realtors at (617) 890-3700. They may also be available in local bookstores.

COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION OF REAL ESTATE BROKERS AND SALESMEN
SCHOOL BOND

Policy number: _____

Know all persons by these presents:

That we, _____
(School Name)

of _____ Town of _____

State of _____ as Principal,

and _____

a corporation existing under the laws of the state of _____ and duly authorized to transact business of Surety in the Commonwealth of Massachusetts, as Surety, are held and firmly bond unto the Commonwealth of Massachusetts, as Obligee, the sum of twenty thousand dollars **\$20,000.00** for payment to the Treasurer of the Commonwealth or to the Director of the Division of Registration or his designee, of which sum said principal and surety do jointly and severally bind themselves, their heirs, executors, administrators, successors, and assigns and each and every one of them firmly by these presents.

The condition of this obligation is such that whereas, if the said school shall satisfy all judgments against them in actions by students to recover damages resulting from fraud or misrepresentation used in procuring enrollments in a licensed/approved/authorized/registered real estate agent's school or from a breach of contract, then this obligation shall be void, provided, however, that the aggregate liability of the surety under this bond for all breaches of the conditions of the bond shall, in no event, exceed the sum of this bond; and provided further that the liability of the surety under this bond shall be limited to indemnifying the claimant only for the actual damages. This bond shall not limit or impair any right to recovery otherwise available pursuant to law, nor shall the amount of the bond be relevant in determining the amount of damages or other relief to which any plaintiff may be entitled.

The surety may cancel this bond by giving 30 days notice in writing by certified mail, thereafter shall be relieved of any liability for any breach of condition occurring after the effective date of such cancellation.

In witness whereof, the said Principal and Surety have signed and sealed this instrument this _____ day of _____ Year _____.

Witness _____

Principal

Witness _____

By _____
(Surety) Attorney-in-Fact